

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
 - List the type(s) of expertise that each firm on your team can provide;
 - How long has each firm on your team provided these type(s) of expertise;
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
- Provide a minimum of three (3) examples that the proposed team has worked on that demonstrate the expertise in managing construction on roadway and bridge projects of \$50 million or more. The projects must demonstrate the ability to prepare bids, construction schedules, and construction sequencing and staging concepts on such projects. Include the work/services provided on the projects and amount received for each project;
 - List any projects the proposed team has worked on that demonstrate the team's expertise in design of large roadway and bridge design projects; and
 - List any construction contractor experience that the proposed team has in constructing roadway and bridge projects of \$50 million or more.
- C. Include the following items:
Has the prime consultant worked with the proposed sub-consultant(s) on similar projects in the last three (3) years? If yes, provide name of the project, total construction cost of the project, each firm's role on the project and the dates the services were performed. Limit examples to one (1) project for each sub-consultant firm.
- D. Include the following items:
Provide a table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

Scoring Criteria 2: Qualifications of Proposed Project Manager

Min pts 0 : Max pts 20

- A. Include the following items:
Provide a minimum of three (3) examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on projects of \$50 million or more. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.



B. Include the following items:

- Demonstrate the Project Manager's familiarity with management of large roadway and bridge design projects, including value engineering, constructability review, and PS&E preparation; and
- Demonstrate the Project Manager's familiarity with construction management of large construction projects, including preparing bids, construction schedules, and sequencing and staging of construction activities.

C. Include the following items:

Provide up to three (3) examples of the proposed Project Manager's ability to manage the following within a project:

- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations for the proposed Project Manager; include the year that each license/accreditation was received.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

List each key team member's role/responsibilities on your proposed team.

- For each proposed key team member, provide up to three (3) examples of prior relevant projects of \$50 million or larger. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her familiarity and understanding of managing large construction projects, including preparing bids, construction schedules, and sequence of construction activities.

Scoring Criteria 4: Project Delivery Approach

Min pts 0 : Max pts 20

WSDOT will ultimately require a work plan for performing the services detailed in this SOQ. A work plan is a comprehensive, realistic and deliverable plan that identifies steps to complete the assigned task.

- A. Include the following items:
- Names and titles of whom will be involved in the decision making process for the development of the work plan;
 - Descriptions for each of the key elements of the proposed work plan;
 - A list of assumptions made for the key elements of the proposed work plan;
 - A Description of how your work plan will address contingencies that may arise during this project; and
 - An example of a work plan created for a similar transportation project.
- B. Include the following items:
Describe your approaches to resolve issue(s) within the project team.
- C. Include the following items:
Identify any key issues and critical milestones for this task. Identify any specific or overall risks for completing this task.
- D. Include the following items:
Provide a list of performance measurements that will be used in your work plan.

Scoring Criteria 5: Firm's Project Management System (Prime Consultant Only)

Min pts 0 : Max pts 20

- A. Include the following items:
- Describe your firm's Quality Assurance/Quality Control processes;
 - Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
 - List your firm's scheduling program. Identify the type of software and list up to three projects where the proposed Project Manager(s) have utilized this software;
 - Provide up to three (3) page scope of work, identifying key tasks and deliverables for this project. Develop a project delivery schedule for this project using the critical path method;
 - Describe your firm's process for interacting with your internal project team; and
 - Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

- A. Include the following items:
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.



If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.